

ETEXT ATTACHMENT

[BeginText]

03/01/2005 15 : 43

Memorandum

March 1, 2005

Alan Shook
Senior Campaign Finance Analyst
Reports Analysis Division

Dear Mr. Shook:

The purpose of this memorandum is to provide you with the procedures used by the Butterfield For Congress Committee to disclose the identification of all individuals who contribute in excess of \$200 in an election cycle.

The following procedures are used within 30 days of receiving a contribution that is missing the contributors full name, mailing address, occupation, or name of employer:

- 1) Make a telephone call with a clear and conspicuous request for the missing contributor information while informing the contributor of the requirements of federal law for the reporting of such information.
- 2) If the information is not provided, one follow-up stand alone effort to obtain this information is made by telephone as follows regardless of whether the contribution(s) was solicited or not:
 - a) Clearly asking for the missing information, without soliciting a contribution.
 - b) Informing the contributor of the requirements of federal law for the reporting of such information.
 - c) If the request is written, we will include a pre-addressed post card or return envelope. However, all of our requests are usually by telephone.
- 3) If the committee receive contributor information after the contributions(s) has been reported, we will either a) file with our next regularly scheduled report, an amended memo Schedule A listing all the contributions for which additional information was received; or b) file on or before our next regularly scheduled reporting date, amendments to the report(s) originally disclosing the contribution(s).

Please call me at (919) 878-6800 if you have additional questions.

Sincerely yours,

Ernest Leonard

Treasurer - Butterfield For Congress Committee
[EndText]